



## DEPARTMENT OF HISTORIC RESOURCES

2801 Kensington Avenue, Richmond, Virginia 23221

Telephone: (804) 367-2323 Fax: (804) 367-2391

### PRELIMINARY INFORMATION FORM

#### ARCHAEOLOGICAL SITE

The following constitutes an application for preliminary consideration of eligibility for the nomination potential of a site to the Virginia Landmarks Register and the National Register of Historic Places. This does **not** mean that a site is being nominated to the registers at this time. Rather it is being evaluated to determine if it qualifies for such listings. Applicants will be notified of the staff's and the State Review Board's recommendations.

Contact the Virginia Department of Historic Resources Archivist to determine if previous survey material for this site is on file. Obtaining previously recorded information could save a significant amount of time in preparing this Preliminary Information Form (PIF). The archivist may be reached by phone at (804) 367-2323, ext. 124, or by way of email at [Quatro.Hubbard@dhr.virginia.gov](mailto:Quatro.Hubbard@dhr.virginia.gov). The archivist will also give you the address of the regional office to which you should send your completed PIF form.

Please type this form and, if additional space is needed, use 8½" X 11" paper. Note: All submitted materials become the property of the Virginia Department of Historic Resources and will not be returned.

**Maps:** Please include two (2) maps showing the location of the site:

- A copy of a USGS Quad map with name of the map and with the name of the state site number/name of the site indicating its location (USGS Quadrangle maps can be printed free of charge from [www.topozone.com](http://www.topozone.com) or can be bought from many surveying or engineering supply stores), and
- A sketch site plan showing the site boundaries in relationship to other features that are important in conveying the location of the site. Please include a "North" arrow.

Before submitting this form, please make sure that you have included the following:

- Labeled copy of a USGS Quadrangle map
- Sketch plan map of site
- Completed Resource Information Sheet, including
  - Owner's signature
  - Applicant contact information
  - City or county official's contact information

Thank you for taking the time to submit this Preliminary Information Form. Your interest in Virginia's historic resources is helping to provide better stewardship of our cultural past.

Virginia Department of Historic Resources  
PIF Archaeological Site

This information sheet is designed to provide the Virginia Department of Historic Resources with the necessary data to be able to evaluate the significance of the site for possible listing in the Virginia Landmarks Register and the National Register of Historic Places. This is not a formal nomination, but a necessary step in determining whether or not the site could be considered eligible for listing. Please take the time to fill in as many fields as possible. A greater number of completed fields will result in a more timely and accurate assessment. Staff assistance is available to answer any questions you have in regards to this form.

|                                     |  |  |
|-------------------------------------|--|--|
| <b>General Property Information</b> |  | DHR ID #:  |
| Site Name(s): _____                 |  |  |
| Site Date(s): _____                 |  | Open to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Site Address: _____                 |  | City: _____ Zip: _____   |
| County or Ind. City: _____          |  | USGS Quad(s): _____  |

**Physical Character of General Surroundings**

Acreage: \_\_\_\_\_ Approximate Dimensions: \_\_\_\_\_

Site Description Notes/Notable Landscape Features:

Current Use of Site:

Any Known Threats to the Site:

Ownership Category: ☐ Private ☐ Public-Local ☐ Public-State ☐ Public-Federal

**Archaeological Description:** Discuss (a) archaeological deposits present at site and their level of integrity, and (b) prior investigations at site as well as prior historical documentation for site, citing all available references. For sites being evaluated for the Threatened Sites Fund, also discuss types of threats facing the resource, the severity of such threats, and if threats are immediate or long-term in nature.

**Archaeological Significance:** Discuss archaeological reasons that the site is likely to be significant. Briefly note any significant events, personages, and/or families associated with the property.

**Legal Owner(s) of the Property** (For more than one owner, please use a separate sheet.)Mr. ☐ Mrs. ☐  
Ms. ☐ Miss ☐

(Name)

(Firm)

(Address)

(City)

(State)

(Zip Code)

(Email Address)

(Daytime telephone including area code)

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**• • Signature required for processing all applications. • •**

In the event of corporate ownership you must provide the name of the appropriate contact person.

Contact person: \_\_\_\_\_

Daytime Telephone: (       )

**Applicant Information** (Individual completing form if other than legal owner of property)Mr. ☐ Mrs. ☐  
Ms. ☐ Miss ☐

(Name)

(Firm)

(Address)

(City)

(State)

(Zip Code)

(Email Address)

(Daytime telephone including area code)

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notification**

In some circumstances, it may be necessary for the department to confer with or notify local officials of proposed listings of properties within their jurisdiction. In the following space, please provide the contact information for the local County Administrator or City Manager.

Mr. ☐ Mrs. ☐ Dr. ☐  
Miss ☐ Ms. ☐ Hon. ☐

(Name)

(Position)

(Locality)

(Address)

(City)

(State)

(Zip Code)

(Daytime telephone including area code)

Please use the following space to explain why you are seeking an evaluation of this property.